

Visiting Fellowships

Scheme Notes for Applicants

2023 Competition

**PLEASE READ THESE SCHEME NOTES
CAREFULLY**

**ANY APPLICATION INCORRECTLY SUBMITTED
WILL NOT BE ELIGIBLE FOR AWARD**

Applications should be submitted well in advance of the deadline; we recommend at least five days prior to allow for institutional approval.

Aim of the Scheme

1. The British Academy's Visiting Fellowships provide outstanding academics based in any country overseas (and active at any career stage and in any discipline within the humanities and the social sciences) with the opportunity to be based at a UK higher education or other research institution of their choice for up to six months. Visiting Fellows will work with colleagues at host UK institutions in order to develop new research collaborations and/or deepen existing partnerships with UK and other academics across the globe.
2. This round has £1.5 million of funding available to it and the Academy is expecting to support at least 45 Visiting Fellows. These Fellowships illustrate the British Academy's commitment to international engagement and to ensuring that the UK remains an attractive and welcoming place for academics globally. Through the Visiting Fellowships the Academy aims to:
 - Enhance and build new links between scholars anywhere in the world and in the UK;
 - Foster opportunities and develop future partnerships for collaborative research in the humanities and the social sciences, and enable academics from across the globe to undertake research and/or professional development with UK colleagues;
 - Strengthen the UK's research base in the humanities and the social sciences.
3. The Academy regards the UK host institution's engagement with the overseas researcher as crucial to ensuring a successful Visiting Fellowship. Applications should, therefore, demonstrate the host institution's strong interest in the Fellowship, how the Visiting Fellow will be supported and/or mentored, and how the Fellowship will be mutually beneficial to both the overseas researcher and the UK host institution.
4. The scheme is open to candidates at any stage of their career. Applicants should demonstrate how a visit to a UK higher education or other research institution will be beneficial to them at the particular stage of their career.
5. **The deadline for applications is 5pm (UK time) on Wednesday 30 November 2022.**
6. The British Academy welcomes applications from a diverse range of UK host institutions. The Academy wishes to particularly encourage applications from historically and/or structurally disadvantaged groups, low-income countries and female researchers.

Suitable Candidates

7. Suitable candidates for the Fellowships include researchers active within any discipline within the humanities or the social sciences. They may be talented early career scholars who have only recently obtained their PhD degree; mid-career researchers; or established academics with a considerable track record of achievement.
8. Candidates need not necessarily apply to develop collaboration with UK scholars active within the same discipline. These Fellowships are open also to applicants who wish to work with UK colleagues in other areas or disciplines (including scholars within the natural, medical or engineering sciences), in a cross- or inter-disciplinary way.
9. The Academy is aware that individuals will have had different opportunities to balance their research with other commitments during their career. There is a question in the application form that will enable applicants to provide further information on any significant periods of

leave or any periods of significant teaching or administrative workload that may have impacted on their research, so the Academy can take this into account when assessing applicants' track record.

10. The Academy does not have any pre-conceived ideas about the specific types of outputs which award-holders will produce as part of their appointment. Outputs may include but need not be limited to: academic publications relevant to their field, reports, policy papers/briefings, blogs, etc.
11. Outputs involving creative practice (e.g. musical composition and performance, visual practice, creative writing and film making) are welcome but will be considered to fall within the BA's remit only when they form part of an integrated project of critical or historical significance.

Responsibilities of Visiting Fellows

12. Visiting Fellows will be expected to identify new, or further develop existing, lines of research with colleagues at the UK host institution.
13. Visiting Fellows will be required to submit an interim and a final report detailing achievements throughout the Fellowship.

Eligibility of Applicants

14. Visiting Fellows must be of postdoctoral or equivalent experience at the time of application. Applicants must not be in the process of completing a PhD or awaiting the outcome of their viva/submission of corrections at the time of applying.
15. Candidates should be based outside the UK at the time of application. Applicants already living, working or researching substantially in the UK are not eligible to apply. Applicants who are working outside the UK but are employed primarily by a UK institution are also not eligible to apply.
16. Applicants cannot conduct research related to their Visiting Fellowship outside the UK, but short fieldwork trips abroad may be possible where appropriate. During the award Visiting Fellows may normally spend a total of one month's worth of such fieldwork outside the UK (if holding a fellowship for six months).
17. Applicants may be on permanent or fixed-term contracts. If an applicant is on a fixed-term contract it must not end before the end date of the Visiting Fellowship. Independent scholars are welcome to apply.
18. Applicants must demonstrate that they have been in contact with their UK host institution prior to the application. This should be reflected in a clearly defined and mutually beneficial project proposal. **Please note that the British Academy is not able to assist with locating or facilitating contact with a UK host institution.**
19. Applicants may only submit one application to this round. Currently, the British Academy does not have funding to support another round of this scheme.
20. The Visiting Fellowships will be made to individual scholars based on merit, considering also the suitability of the UK host institution for the proposed research collaboration. Suitable institutions may include any UK higher education or other research organisation

recognised by the Academy (including, but not limited to, museums and galleries, as well as the British International Research Institutes).

21. Awards are only available to individuals, to be held in an institutional context. Co-applicants are not permitted.
22. Awards will not be made retrospectively: this means that the work for which support is requested must not have commenced before the award is announced.
23. The CV provided should be no more than 4 pages long. Any CV submitted which is over the 4-page limit will render your application ineligible for consideration.
- 24. Applicants are required to provide a formal statement of support from the Head of Department/Faculty/Institute at which they will be visiting. This statement should include detailed explanation of whom the Visiting Fellow will collaborate with and what form the collaboration will take.**

Financial Arrangements

25. The following costs are eligible for the Visiting Fellowships:
 - a) Up to £12,000 for subsistence and accommodation costs;
 - b) Up to £8,000 for research expenses (e.g. archival research, training, conferences and other events, dissemination, and research assistance);
 - c) Up to £2,000 for travel expenses;
 - d) A contribution to enable the UK institution to host the Visiting Fellow (which will be equal to 50% of the total award).
26. The UK host institution is welcome to provide additional resource to a Fellowship if that is deemed necessary, however this is within the discretion of the host institution and will not have an impact on the British Academy's decision as to which applications to support. The assessment criteria listed below (paragraph 37) will be used for determining successful applications.
27. The following costs are ineligible for the Visiting Fellowships:
 - a) Purchasing of assets
 - b) Research expenses may not be used to pay for: publication costs
 - c) computer hardware including laptops, electronic notebooks, digital cameras, etc;
 - d) books and other permanent resources;
 - e) the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task;
 - f) subventions for direct production costs (printing, binding, distribution, marketing etc);
 - g) costs of publication in electronic media;
 - h) carbon offsetting;
 - i) open access fees.
28. Awards will be paid in two instalments: one on acceptance of the award and a second instalment thereafter. Payment will be made to the UK host institution where the Visiting Fellow is based. A final report and final statement of expenditure will be required within two months of the end date of the award, and any underspend will have to be refunded to the British Academy.

29. Bids for the cost of childcare will be considered as part of the allowable research expenses.
30. Consumables include the purchase of specialist software (not readily available at the UK host organisation), datasets, photocopies, microfilms, etc., and any other minor items that will be used up during the course of the award.

Research Ethics

31. Applicants must ensure that the proposed research will be carried out to a high ethical standard. They must ensure that any potential ethical issues have been considered and must also explain how these will be addressed. The British Academy requires the research it funds to be conducted in an ethical manner. The UK host institution is responsible for ensuring that ethical issues relating to the Visiting Fellowship are identified and brought to the attention of the relevant approval or regulatory body.

Level and Duration of Award

32. The Visiting Fellowships will be awarded and accepted by successful Applicants no later than 22 March 2023 with the UK host institution receiving payment on acceptance of the Visiting Fellowship.
33. Applicants will be asked to provide their preferred start date of the Visiting Fellowship over the spring and summer (March-August 2023). The British Academy will work with successful applicants on the exact start date taking into account relocation and other considerations.
34. The Visiting Fellowship may last for a maximum of six months and the maximum available funding is £33,000. Visiting Fellowships must be a minimum of three months.

Selection Principles

35. All eligible proposals submitted in response to this funding call will be assessed by relevant British Academy peer reviewers and then considered by a final selection panel.
36. The deadline for submissions is on Wednesday 30 November 2022 at 5pm UK time.
37. Applications will be assessed against the following criteria:
 - a. The excellent academic track record or promise of the overseas applicant;
 - b. The quality and value added of the proposed research agenda, project, collaboration and/or partnership;
 - c. The fit between the overseas applicant and the UK host institution as well as the level of support which will be made available to the Visiting Fellow.
 - d. Value for money.

Code of Practice

38. The British Academy has a Code of Practice for assessing applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications. The Code of Practice also covers Data Protection, the Academy's ethics policy and the appeals procedure. The Code of Practice may be viewed on the Academy's website at <https://www.thebritishacademy.ac.uk/code-practice>.

39. Feedback is not a feature of this scheme and the Academy is, regrettably, unable to enter into correspondence regarding the decisions of the awarding committee, which are governed by the Code of Practice. Please note that by applying to this programme, applicants undertake to accept the terms under which applications are assessed.

Application Information

Applications can only be submitted online using the British Academy Flexi-Grant® Grant Management System (GMS) via (<https://britishacademy.flexigrant.com/>). If you have not previously used the British Academy's Flexi-Grant® GMS and were not registered in the previous e-GAP system, please follow the registration process from the Flexi-Grant® homepage.

Applications cannot be submitted on paper or in any other format.

Before completing the online form, all applicants should check that they comply with the eligibility requirements and ensure all necessary information is presented in the application. These requirements are strictly adhered to, and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

Registered approving organisations will be available in the search bar. If your organisation is not listed and is not affiliated with any organisations already in the system, then please contact us at internationalgrants@thebritishacademy.ac.uk to request the addition of the organisation.

The deadline for submissions and UK host organisation approval is **30 November 2022 (5pm UK time)**. Applicants will not be allowed to make any changes to their applications or submit any additional information after the 30 November deadline.

When completing your application on the British Academy Flexi-Grant® GMS, it is recommended that you take particular note of the following points:

- **Personal details:** When registered in the British Academy Flexi-Grant® GMS, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. This represents a personal record of your account in the system and will help to populate the contact details in any application form you complete. It is useful if this information is kept up to date, but it is not essential to the progress of an application.
- **Automatic log-out:** You are strongly advised to save your work regularly to prevent accidental loss of information. In particular, you should be aware that if the system does not detect any activity for 1 hour it will log out and save the application at that time. Please note that moving between *pages* within an application form will save the page that you are exiting but completing a field on a page is not considered an activity. It is recommended that you write the text for longer sections/fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out in this way.
- **Multiple sessions:** You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.
- **Word limits:** When completing boxes that have a restricted length (note that it refers to words) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the word count and paste it into the British Academy Flexi-Grant® system. You will then still have a copy of the text to return to in the word processor. The word limit applies to text boxes.
- **Plain text:** If entering plain text, please avoid using symbols as some may not be accepted by the British Academy Flexi-Grant® system. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on 'print application'.

- **Uploading PDF documents:** Please note the only item you may upload is a copy of a CV. When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your applications in black and white. Each PDF cannot exceed 4 pages in length or 3 Mb in size.
- **Email addresses:** The British Academy Flexi-Grant® GMS relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.
- **Submission of application:** You will not be able to submit your application until you have completed each section in full. You should submit your application for approval by a designated approver at your host organisation **at least 5 working days before the closing date** to allow for your host organisation's administrative procedures. Please note that the institutional approver is a person within the UK host organisation who has authority for approving all applications submitted to the British Academy. **We strongly advise that you submit your application as early as possible to allow enough time for your host UK institution enough time to approve your application.**
- **Application sharing:** All applications must be started by the applicant who is to be the Principal Investigator (PI) on the award. You can invite other contributors to join the application (e.g. Head of Department, Finance Office contact etc.), but in order to do so your contributor will need to be registered in the British Academy's Flexi-Grant® system first. You will need to ensure you have their registered email address to invite them to participate in your application. You can let other British Academy Flexi-Grant® GMS users view your draft application in advance of submission by providing their email address. They will be able to log in using their existing password and see your application and, depending on permissions, amend your application.
- **Application deletion:** You can delete your application at any time although it is often a lot easier to just re-edit your existing application. We will be able to recover a deleted application for a period of 7 days after deletion. After this, it will be permanently removed from the system.
- **Application returned for editing:** The approver can return your application to you for further editing before the closing deadline of the call. See 'Submission of Application' above.
- **Guidance:** In the tables below you will find in the left-hand column each question as set out in the application form and in the right-hand column useful guidance on its completion.
- **Further clarification:** If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's International Team (contact details at the end of these notes).

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking 'Print Application'), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR UK HOST ORGANISATION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE.

WORD LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY.

ALL FIELDS MARKED WITH AN ASTERISK* ARE MANDATORY.

YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT THE SAME TIME AS THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.

Completing the application form: The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

Page 1: Research Proposal

Page 2: Financial Details

Page 3: Lead Applicant Details

Page 4: Institution Statement of Support

Page 5: Equality, Diversity and Inclusion

A full list of question fields to be completed as part of the application can be found in the following table. Each box in the table represents a page of the application form: the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion. A red asterisk (*) indicates which questions are mandatory and therefore must be complete before the application can be submitted. #

Please read the guidance notes carefully before completing the form.

SUMMARY

Summary table

When your application form is complete, all sections on this summary table will be marked as 'Complete'. The **'Complete' status will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk '*'. Only once all mandatory fields are marked as "Complete", and all Contributors are all marked as "Complete" will a 'Submit' button appear for you to be able to submit your application.

Page 1: RESEARCH PROPOSAL

Subject Area*

Please select the Subject Area from the drop-down menu that is most relevant to this proposal.

	These grants will be awarded to researchers intending to work in any aspect of research relevant to the humanities or social sciences.
Title of Research Proposal*	Please enter the title of your research proposal. The British Academy recognises that applicants will be working on a variety of research projects, collaborations or partnerships (new or existing). Please provide an indicative title for your project or for the envisaged engagement.
Abstract*	Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. Please explain what type of engagement you intend to pursue through this Visiting Fellowship, if successful, and any research themes which may form the focus for the development of research collaboration with UK or other researchers. This is a mandatory field and the limit is 150 words.
Proposed Host Institution and reason for choosing this institution*	<p>Please indicate here your choice of host institution, including the appropriate Faculty, Department, Research Institute or College where you propose to work:</p> <p>Please ensure that you also select this UK institution as the approving institution (and not your present overseas institution). Note that the application must be approved by a relevant authority in the UK institution as part of the application process. Without such authorisation, the application will not be eligible for consideration. The Head of Department of the UK host institution is also required to provide a supporting statement.</p> <p>Please explain the reasons for your choice of UK host institution (the university/research institute, department, and colleagues you will be working with).</p> <p>Applications should demonstrate how the Visiting Fellowship will be mutually beneficial to both the overseas researcher and the UK host institution.</p> <p>Please specify who you will be working with directly, and who you will be collaborating with.</p>
Research Country	If your research is based on another country, please select it here.
Proposed Programme and Plan of Action*	<p>This field should be used to describe the proposed research, including objectives, methodology and hypotheses, and the country/countries to which it is relevant. Please state clearly whether the project is a relatively new initiative or a project of longer standing. If appropriate, explain any achievements to date. Please explain briefly the project's intended audience and explain its potential impact in addressing the issues to be tackled. Please explain why you are interested in a Visiting Fellowship to the UK and how your academic track record makes you a suitable candidate. Please outline how the Visiting Fellowship will benefit your research and/or professional development at this particular stage of your career.</p> <p>Please set out the proposed plan of action covering activity to be undertaken during the course of the award. This should be as detailed as is practicable, but suitable allowance may be made for variation in the event of an award being offered.</p> <p>The limit on this field is 2,500 words.</p>
Start Date/ End Date*	To select a date in the future using the calendar feature in the British Academy Flexi-Grant® system, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require

	<p>in the box provided. Click ‘Okay’ and the calendar will take you to the month and year you have selected.</p> <p>Please note that awards may be held for a minimum of 3 months and a maximum of 6 months. Applicants should provide their preferred start date of the Visiting Fellowship over the spring and summer (March-August 2023). The British Academy will work with successful applicants on the exact start date taking into account relocation and other considerations.</p>
Dissemination, Outreach, and Publications*	Please describe plans for dissemination, events or publications that are planned, indicating when you expect these to take place. Please indicate also any social media and/or public and media engagement you plan to achieve.
Deposit of Datasets*	It is a condition of award that digital outputs (e.g. further data, software tools) created as a result of research funded by the British Academy be deposited in an appropriately accessible repository. Applicants should ensure that their work is informed by the appropriate level of technical expertise.
Added Value of Collaboration*	<p>Under ‘Added value of collaboration’, please provide any comments you wish to make on the particular relevance, timeliness or other aspects of the collaboration, and the benefits envisaged.</p> <p>Applications should demonstrate the host institution’s strong interest in the Fellowship, how the Visiting Fellow will be supported and/or mentored, and how the Fellowship will be mutually beneficial to both the overseas researcher and the UK host institution. Applicants should demonstrate how a visit to a UK higher education or other research institution will be beneficial to them at the particular stage of their career.</p>
Future Collaborations	Please give brief details here if you anticipate that the proposed engagement will form the basis for future collaborative activity
Ethical Issues*	<p>This field is mandatory and must be addressed by all applicants.</p> <p>Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain, ethical approval from your employing institution or other relevant authority?</p> <p>It is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. The normal expectation, therefore, will be that applicants should answer the pair of questions with the answers ‘no’ and ‘no’.</p> <p>If there are any special issues arising, but they have already been cleared by approval from a relevant authority, please answer ‘yes’ and ‘yes’.</p> <p>If any special issues arise and approval has not yet been obtained, please answer ‘yes’ and ‘no’, and provide an explanation.</p>
Training Programme	If the proposed engagement includes a specific training or mentoring element, please explain this more specifically here. The limit on this field is 1,000 words.
Other Relevant Information	Please use the space provided to enter the details of any other relevant information.

PAGE 2: FINANCIAL DETAILS

<p>Financial Details*</p> <p>*Please refer to page 5 above for a full list of eligible costs.</p>	<p>Please provide details of funding in the relevant fields.</p> <p>Please outline the costs for the grant in the appropriate budget heading. Please note that this grant will not be paid on a FEC basis and contributions to overheads are not an eligible cost.</p> <p>The following costs are eligible for the Visiting Fellowships:</p> <p>a) Up to £12,000 for subsistence and accommodation costs; b) Up to £8,000 for research expenses (e.g. archival research, training, conferences and other events, dissemination, and research assistance); and c) Up to £2,000 for travel expenses.</p> <p>A contribution to enable the UK institution to host the Visiting Fellow, which will be equal to 50% of the total award, should also be added to the proposed cost of each award. Please enter this sum in the 'host institution costs' field. For example, if you, the applicant, wish to apply for the full £22,000 available for subsistence, accommodation, research, and travel costs, the host institution cost will be £11,000, and this should be entered into the designated field. The total cost of award requested should therefore not exceed £33,000.</p> <p>Please do not use '£' signs in the amount boxes.</p>
<p>Value Sought*</p>	<p>Please state the total cost requested from the British Academy which should not exceed £33,000.</p>
<p>Justification*</p>	<p>Please refer to the scheme guidance notes for full details of eligible costs.</p> <p>Please provide details of funding related to the relevant fields set out in the financial details table above.</p> <p>Applicants should prepare accurate costings for the proposed research expenses, and should be particularly careful not to overestimate the resources required. Costs should be clearly itemised and justified in terms of the research programme for this application.</p>

PAGE 3: LEAD APPLICANT DETAILS

<p>Applicant Contact Details*</p>	<p>Please add your full name.</p>
<p>Proposed UK Host Institution*</p>	<p>Please indicate your choice of host institution.</p>

Primary Subject*	Please indicate the subject most relevant to your research.
Secondary Subject*	If your application is more interdisciplinary, you may choose to indicate a secondary subject to which your application might also be relevant.
Place of Ordinary Residence*	Please enter the country in which your present employing institution is based:
Present Appointment*	Please state your present appointment.
Present Department*	Please indicate the Department or Faculty (or equivalent) in which you are based.
Present Employing Institution*	Please state the institution at which you are currently employed. If you are an independent scholar or retired, please say so here.
Permanent Position*	Please give details of your current appointment. If you wish to explain your answer further, please use the Personal Statement section to do so.
Position Start* and End Date	<p>Please indicate here if your current position overseas is permanent or not. If you wish to explain your answer further, please use the Personal Statement section to do so.</p> <p>Scholars on a fixed-term contract, independent scholars, and retired researchers are also able to apply to this scheme.</p>
PhD Confirmation*	<p>Applicants working towards a PhD, or awaiting the outcome of their viva/submission of corrections are not eligible to apply.</p> <p>Please therefore confirm that you have a PhD by answering yes.</p> <p>If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate under 'personal statement' below why you should be eligible for consideration.</p>
PhD Awarded Date	Please enter the date of the viva voce examination in this field:

Statement of Qualifications and Career*	Please give details of up to 4 qualifications in reverse chronological order .
Other Academic Experience*	Please provide details of all academic posts held prior to your present position (with dates), including any teaching experience gained during the course of doctoral registration. Please include details of any experience in organising conferences, workshops and wiki-based discussions. If none, please state 'none' in the text box provided. The limit on this field is 500 words.
Publications*	Please list up to 6 relevant publications to date in reverse chronological order under Publications, and any unpublished studies previously funded by any agency, including but not restricted to the British Academy. Please give details of planned publication dates or explain why the research has not yet been published. Assessors may take backlogs of publication into account.
CV Upload*	A brief CV should be uploaded here as a PDF file . This should be no more than 4 pages long. <u>Any CV submitted which is over the 4-page limit will render your application ineligible for consideration</u> . In order to comply with this 4-page limit, the applicant could omit, for example, conference presentations from their CV.
Periods of Leave or Administrative Burden	Please outline here any significant periods of leave (such as sabbaticals, parental leave) or any periods of significant administrative or teaching workload during your career, that may have impacted on your research.
Personal Statement	Applicants are invited to include any information relating to their professional career which they may wish to be taken into account in assessing this application. The limit for this field is 150 words.
Where did you hear of this scheme?*	Please indicate where you heard about this scheme.

Page 4: INSTITUTION HEAD OF DEPARTMENT STATEMENT OF SUPPORT

Institution Head of Department Statement of Support*	<p>This section is to be completed by the applicant's Head of Department.</p> <p>The Head of Department should confirm their support for this application, and also comment briefly on the match between the proposed research of the applicant and the interests of the Faculty, Department or Research Institute. Please explain why this Visiting Fellowship will be beneficial to both the applicant and the UK host institution. Please also outline the envisaged type of project, collaboration, partnership, or other engagement to be achieved through the Visiting Fellowship, and any mentoring or other support which the UK host institution will be able to provide to the Visiting Fellow.</p> <p>Statements from the UK host institution's Head of Department should be uploaded in PDF format, on headed paper, dated, and with the signature of the Head of Department or equivalent.</p>
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PAGE 5: EQUALITY, DIVERSITY AND INCLUSION

Equality, Diversity and Inclusion	<p>This section is optional, however the British Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.</p> <p>The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing information concerning your age, gender, ethnic origin and disabilities (if any).</p> <p>This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including Head of Department etc.</p>
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THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED APPLICATIONS.

Submission of Application

Once you have submitted your application for approval by your host UK institution, automatic emails will be sent to your host UK organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your host UK organisation for approval. The host UK organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications (if before the 30 November 2022 deadline) or decline your application and contact you.

Please be aware that it is your responsibility to ensure that you complete your application in time for your host UK organisation to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process, but please check with your proposed host UK institution as their internal timetables may require earlier submission.

If your host UK organisation approver requests modifications through the British Academy GMS email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Return to Applicant'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, please re-submit your application for approval by your host UK organisation.

Once your host UK institution has approved your application and submitted it to the British Academy, it will not be possible to make any changes.

Please note that once the closing date has passed, UK host organisation approvers cannot approve applications and submit them to the British Academy and unapproved applications are removed from consideration. No late applications will be accepted.

It is recommended that you check that your application is submitted in time. To see the details of the host UK organisation approver and to check the status of your application, you should log into the British Academy GMS and click on the link to the Application Portal where a summary of your application will be displayed.

Outcome of Application

Once your application has been submitted, complete with the institutional statement of support, and if it has been approved, you will not be contacted again by the British Academy until the decisions have been made. You can track the progress of your application by logging in again to the

Flexi-Grant system at any time. Applicants will be notified of the outcome of their application by March 2023. Results are issued by email.

Applicants in any doubt about their eligibility or any other aspect of their application are advised to contact the International Team at the British Academy, where staff will be pleased to assist.

The British Academy

International Office Email: internationalgrants@thebritishacademy.ac.uk

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